

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

C-464

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RECORDS RETENTION AND DISPOSAL SCHEDULE

PRINCE GEORGE'S COUNTY
Fleet Maintenance, Office of Central Services

Fleet Management

AGENCY		DIVISION
Item No.	Description	Retention
1.	<p>VEHICLE MAINTENANCE RECORDS. This series includes all vehicle repair records established on July 1, 1976 such as:</p> <ul style="list-style-type: none">A. Mainstem Repair OrdersB. Preventative Maintenance Schedule Check ListC. Tow LogD. Daily LogE. Work Request FormF. Parts Issue FormG. Parts Room Inventory CardH. New Car Check-In Sheet	Retain for two (2) years, transfer to Records Center for three (3) additional years or until audited; then destroy.
2.	<p>MONTHLY MAINSTEM REPORT. This series includes all reports required in managing the Fleet Maintenance Program such as:</p> <ul style="list-style-type: none">A. Fleet Monthly ReportB. Machine Shop InventoryC. Forestville Monthly ReportD. Ardmore-Ardwick Monthly ReportE. College Park Monthly ReportF. Marlow Heights Monthly ReportG. Monthly Inventory of Shop PartsH. Inventory, Mileage & Oil ReportI. Mainstem Computer PrintoutsJ. Monthly FAMIS Report	Retain for two (2) years, transfer to Records Center for three (3) additional years or until audited; then destroy.
3.	<p>PURCHASE RECORDS. This series includes all records used in ordering equipment, supplies, etc., such as:</p> <ul style="list-style-type: none">A. Purchase RequisitionsB. Purchase OrdersC. Payment RequestsD. Vendor Logs (to include parts purchasing log)E. Tire Requisition Sheets	Retain for two (2) years, transfer to Records Center for three (3) additional years or until audited; then destroy.

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Schedule approved by Department, Agency or Division Representative

Bill K. [Signature]
Signature

Fleet Maintenance Manager
Title

11/10/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

1/20/78
Date

Edward [Signature]
Archivist

Date

Secretary

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - Brd. Of Public Works, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.

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NO.	Description	Retention
4.	PERSONNEL FILES. This series includes copies of Employee Action Notification (EAN); Leave Request; Personnel Evaluation; counselling records; and other data on employees assigned to the Division. (Originals are maintained in Office of Personnel.)	Retain for one (1) year after termination of employment.
5.	GENERAL CORRESPONDENCE FILES. This series includes general correspondence files for operation of the Fleet Management System.	Retain for two (2) years in office files; transfer to Records Center for one (1) additional year; then destroy.